

JAC IMPOUND ACCOUNT TRAINING GRANT REQUEST

4092

(No. 8 May 1999)

A grant process has been established for the distribution of J.A.C. funds to the CDF Academy, Regions and Units. The purpose is to benefit training needs and purchase materials and equipment only.

Eligible projects are those that will be used in direct relation to the CDF Joint Apprenticeship Program (JAC). Priority will be given to projects which 1) include cost sharing or contributions in kind, 2) have applicability statewide, 3) have priority at the regional level. Eligible projects would include, but are not limited to, those proposals that would enhance and/or support CDF's JAC training program with updated equipment, materials, or training technologies at either the local, regional, or statewide level.

Request for this funding is made through the training officer, the Unit Chief, and approved by the Region Chief. Each request must be submitted J.A.C. Training Grant Request. Multiple training requests by unit are encouraged.

PRECLUDED USES

4092.1

(No. 8 May 1999)

These funds cannot be used to augment General Funded programs.

Grants are not awarded to or for private individuals, or General Funded salaries, administrative or operating expenses.

Travel related to training and computer hardware requests are not permitted.

GENERAL GRANT INFORMATION & REVIEW PROCESS

4092.2

(No. 8 May 1999)

- J.A.C. training projects can be carried over multiple fiscal years.
- Grant applications will be reviewed and prioritized by the Grant Review Board, and the State Training Committee. Recommendations will be sent to Executive Advisory Committee for approval.

At any point during the review process, applicants may be contacted by the project's Review Team Representative to schedule a site visit, or be asked to provide additional information. Generally, applicants will be notified by either email or postal mail of the Team's decision within 120 days of proposal review. Once a project is approved, bids will be required as necessary.

GRANT PROPOSAL CHECKLIST

4092.2.1

(No. 8 May 1999)

- Statement of Why the Project is Needed
- Statement of Project's Benefits or Outcome
- Funding Amount Requested
- Estimated Budget with Personnel Requirements and Cost of Materials or Items
- Project Action Plan, Design or Methodology
- Goals and Objectives to Address the Request
- Request Approval Section
- Supporting Charts, Reports, Pictures, Brochures, etc.
- Contracts (CDF-105), Info Sheets (CDF-364), etc. if applicable
- Contact Phone Numbers, Addresses, etc.

REVIEW BOARD MAKEUP

4092.2.2

(No. 8 May 1999)

Grant Review Board consists of a CDF Academy Representative, RSS Training Representative, RCC Training Representative, CDF SUBJAC Manager Representative, and a CDF Firefighters' Representative.

WHERE TO SUBMIT GRANT APPLICATIONS

4092.3

(No. 8 May 1999)

Grant proposals shall be submitted initially by or to the Unit Training Officer. The Unit Training Officer shall review grant proposals to insure that they are complete and in conformance with applicable guidelines.

Grant Proposals and prioritization by the Unit shall be submitted to the Regional Chief. The Regional Chief shall review and prioritize project proposals. Project applications and/or proposals shall then be submitted by the Regional Training Officer for the Grant Review Board.

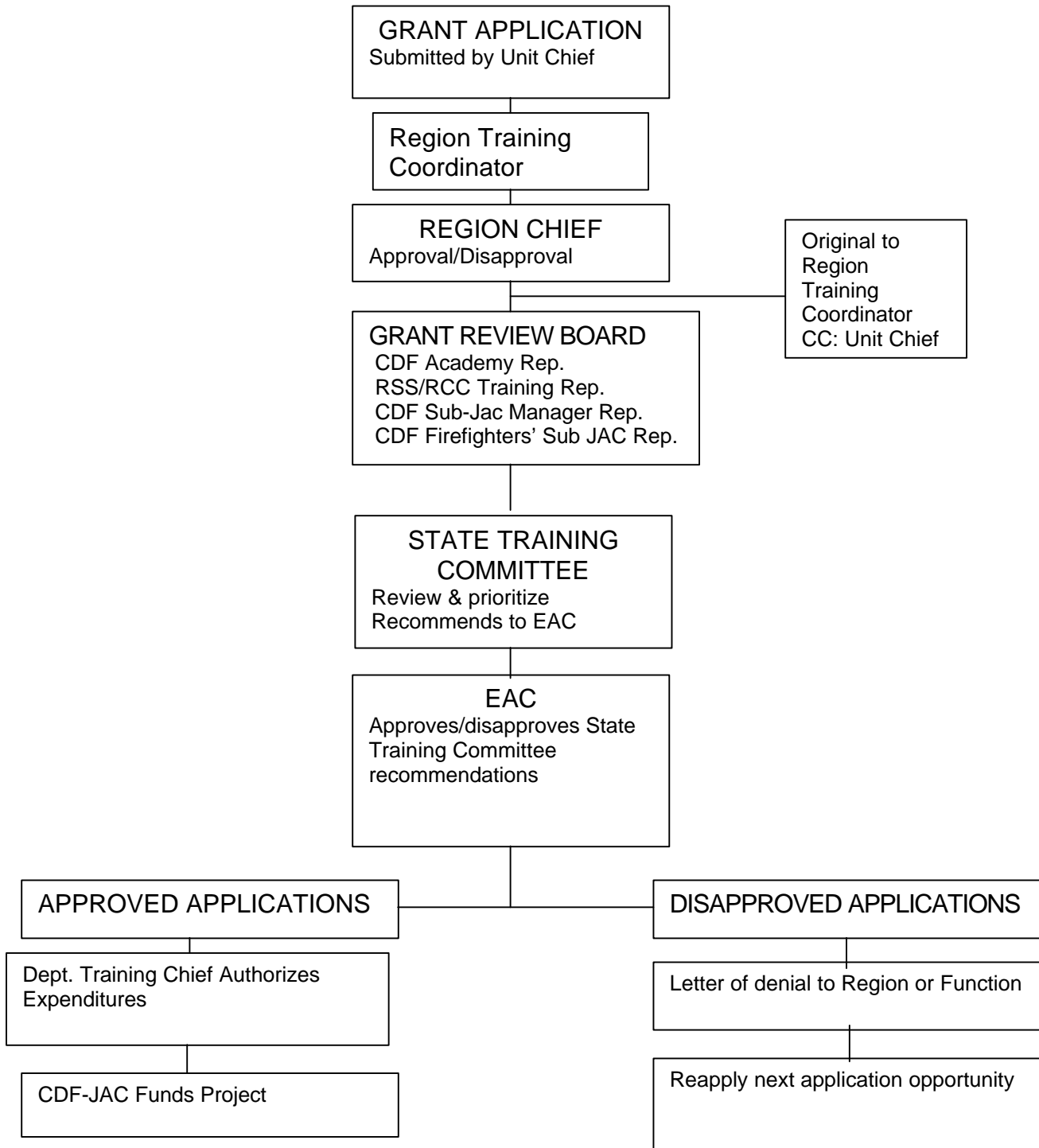
WHEN TO APPLY

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(No. 8 May 1999)

The JAC Grant Review Board welcomes grant applications year-round, however applications are reviewed by the Board three (3) times per fiscal year. All applications will expire 12 months after submittal, however expired applications may be updated and resubmitted.

JAC FUNDS GRANT REVIEW PROCESS



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
J.A.C. TRAINING GRANT REQUEST

Administrative Unit _____ Person Requesting Grant _____

Request No. _____ Date: _____ Phone: _____

1. Statement of Need _____

2. What will be the benefit of the Request?

3. Training application?

Statewide _____
☐ Yes ☐ No

Region _____
☐ Yes ☐ No

Unit _____
☐ Yes ☐ No

Explain:

4. Amount Requested _____

5. Estimated Budget and Personnel Requirements to complete Project attached

6. Project Action Plan attached.

7. Goals and objectives:

8. Will there be any Ongoing Cost after the Project is completed?

☐ Yes ☐ No

What will the cost include? _____

9. Will a contract be required?

☐ Yes ☐ No

Provide a list of contractors who will receive bid notices, contracts, info sheets, etc.

10. How many J.A.C. employees are in the unit? _____

11. How will effectiveness of training be measured?

12. Supporting charts, reports, brochures, etc.

UNIT TRAINING OFFICER SIGNATURE

UNIT CHIEF SIGNATURE

REGION CHIEF SIGNATURE

Do not write below this line.

Received for review

Review Board _____ EAC Approval _____ Disapproval _____
Date Date Date

Approved by S.T.C. _____ EAC Priority No. _____
Date

Priority No. _____ Comments: _____

Project Coordinator _____

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